

Minutes of the Meeting of October 25, 2013

of the

MASSACHUSETTS TEACHERS' RETIREMENT BOARD

I. Regular Matters of Business

In attendance at this regular meeting of the Massachusetts Teachers' Retirement Board ("the Board") were Chairman Jeff Wulfson, Richard L. Liston, Joannah M. Quinn, Anne Wass, Deputy Executive Director Erika Glaster, Assistant Executive Director Sean Neilon, General Counsel James Salvie, Disability Case Manager Rob Fabino, and Executive Assistant Helen Petruzzello.

The meeting was called to order at approximately 9:01 a.m.

The Board members and staff paused for a moment of silence in memory of Colleen Ritzer, the Danvers High School math teacher who was tragically murdered on school grounds earlier that week.

The minutes of the previous Board meeting, held on September 27, 2013, were reviewed and approved as submitted on a motion made by Mr. Liston and seconded by Ms. Wass. The motion carried 4-0.

VOTED: The Open and Executive minutes of the Board meeting held on September 27, 2013, are hereby approved as submitted.

II. MyTRS Quarterly Status Report

Susan Morgan, Director of Strategic Planning and Project Management, introduced members of the Vitech team: Chris Lodge, Vice President of Operations and Brian McKinney, Project Manager. Also attending the meeting were Andrew Flewelling, Senior Analyst, and Lisa Maloney, Director of the MTRS Project Management Office.

Mr. McKinney updated the Board on the status of the recently implemented MyTRS system, noting that it was "good to have two warrants behind them" and that ad hoc training was being provided on an "as requested" basis. He also informed the Board

that a MSS pilot program had provided good feedback on the application. Mr. McKinney reported approximately 350 issues, this total included issues reported before the go live date, had been corrected and that staff are continuing to log in issues, now having a better understanding of what information is needed for proper analysis. Upon the Board's inquiry on the type of concerns, Mr. McKinney answered there is a "spectrum of issues" across the application but that they are prioritizing and working on the "right ones" first. Additionally, he noted that the agency is nearing the end of certificate completion period and entering the warranty period, which he described as not really changing much in operations. Looking forward, Mr. McKinney pointed out that Disaster Recovery Testing, which is tested every six months, is scheduled for November. Additionally, he stressed the work being done for the important 1099 process, working with the IRS, to make sure statements are correct. The Board questioned the need for hardware replenishment which Ms. Morgan replied that they had extended the warranty for two years already and have looked at other options, for example, iCloud, etc., and will re-visit this issue.

Mr. Flewelling commented that his report was not different from the previous month's, and stated that moving into the warranty period is the time frame for reporting bugs and getting fixes as they come up.

The Board felt there was not a need to continue with the monthly updates and to return to the quarterly updates; next one is scheduled for January 2014. At approximately 9:27 a.m., the vendors and Ms. Morgan and Ms. Maloney left the meeting. The Board recessed at approximately 9:27 a.m. and reconvened at approximately 9:29 a.m.

III. Executive Session

A motion was made by and seconded by, to enter into Executive Session in order to review applications for disability retirement. On roll call, the vote was as follows:

VOTED: Richard L. Liston	Yes
Anne Wass	Yes
Joannah Quinn	Yes
Chairman Jeff Wulfson	Yes

At approximately 9:30 a.m. the Board went into Executive Session. The Chairman stated that the Board would return to Open Session.

At approximately 11:38 a.m. the Board reconvened in Open Session and Chairman Wulfson announced the Board's actions during Executive Session on the following items.

ORDINARY DISABILITY RETIREMENT

1. Allison Ford

The application of Allison Ford for ordinary disability retirement benefits was reviewed, together with the medical panel reports and other information. On a motion to approve the application for ordinary disability retirement, made by Mr. Liston and seconded by Ms. Wass, the roll call vote was as follows:

VOTED: Richard L. Liston	Yes
Anne Wass	Yes
Joannah Quinn	Yes
Chairman Jeff Wulfson	Yes

VOTED: The application of Allison Ford for ordinary disability retirement benefits was approved.

2. Karen Pellerin

The application of Karen Pellerin for ordinary disability retirement benefits was reviewed, together with the medical panel reports and other information. On a motion to approve the application for ordinary disability retirement, made by Ms. Wass and seconded by Mr. Liston, the roll call vote was as follows:

VOTED: Richard L. Liston	Yes
Anne Wass	Yes
Joannah Quinn	Yes
Chairman Jeff Wulfson	Yes

VOTED: The application of Karen Pellerin for ordinary disability retirement benefits was approved.

ACCIDENTAL DISABILITY RETIREMENT

1. Jean Paulhus

The application of Jean Paulhus for accidental disability retirement benefits was reviewed, together with the medical panel reports and other information. On a motion to approve the application for accidental disability retirement, made by Mr. Liston and seconded by Ms. Wass, the roll call vote was as follows:

VOTED: Richard L. Liston	Yes
Anne Wass	Yes
Joannah Quinn	Yes
Chairman Jeff Wulfson	Yes

VOTED: The application of Jean Paulhus for accidental disability retirement benefits was approved.

2. Darlene Falardeau

The application of Darlene Falardeau for accidental disability retirement benefits was reviewed, together with the medical panel reports and other information. On a motion to deny the application for accidental disability retirement, made by Mr. Liston and seconded by Ms. Wass, the roll call vote was as follows:

VOTED: Richard L. Liston	Yes
Anne Wass	Yes
Joannah Quinn	Yes
Chairman Jeff Wulfson	Yes

VOTED: The application of Darlene Falardeau for accidental disability retirement benefits was denied.

IV. Open Session

A. AUTHORIZATION FOR EXECUTIVE DIRECTOR TO SIGN IRS FORM 5300

Mr. Salvie presented for the Board's approval a request to authorize the Executive Director to sign IRS Form 5300, the form requesting the IRS to renew the agency's "determination letter", renewable every five years. On a motion made by Ms. Wass and seconded by Mr. Liston, the Board voted 4-0 to authorize the Executive Director to sign IRS Form 5300.

B. PRIM BOARD UPDATE

Due to Mr. Naughton's absence, this item was tabled until the November Board meeting.

C. EXECUTIVE DIRECTOR'S REPORT

1. Ms. Glaster reported Ms. Schloss is doing well and is expected to return to work by mid-November.
2. Ms. Glaster noted the PRIM Election forms were included in their board meeting materials.

On a motion made by Ms. Quinn and seconded by Ms. Wass, the Board voted unanimously to adjourn the meeting at approximately 11:57 a.m.

Respectfully submitted,

Joan Schloss, Executive Director

Date

Documents used in MTRS Board meeting of October 25, 2013

- Agenda for October 25, 2013 MTRS Board meeting
- Cover letter from Deputy Executive Director
- Open and Executive minutes of September 27, 2013 MTRS Board meeting
- Documents pertaining to MyTRS Quarterly Status Update
- Memorandum from PMO to Executive Director regarding PMO Monthly expenditures for September 2013